

## **APPENDIX S**

### **EXAMPLE PRESELECTION BOARD REPORT**

The following example preselection board report corresponds to the project described in the synopsis in Appendix O. Only representative excerpts of the report are shown as indicated. The cover and each page of the report containing source selection information will be labeled "SOURCE SELECTION INFORMATION - SEE FAR 3.104." (All pages labeled as such in this pamphlet are for illustrative purposes only and are not actual source selection information.)

The report would be organized as follows:

- FOR OFFICIAL USE ONLY Cover Sheet (DA Label 87)
- Cover memorandum (example enclosed). Since this memorandum contains only factual background information, it can be prepared prior to the board meeting. The memorandum is then signed at the conclusion of the meeting while all board members are still readily available.
- Enclosure 1: Synopsis. Enclose a copy of the actual published synopsis and any amendments to the original synopsis.
- Enclosure 2: List of firms. The list of firms, with addresses, that responded to the synopsis will be prepared prior to the board meeting. The list can then be manually marked (such as with asterisks) at the conclusion of the preselection board to identify the highly qualified firms.
- Enclosure 3: Completed evaluation worksheets for each firm (example enclosed). Worksheets may be handwritten (example is shown typed for publication clarity.) The blank worksheets are prepared prior to the board meeting, including the firm names and addresses, and inserted in the appropriate submissions, ready for review and evaluation by the board. The worksheet directly replicates the selection criteria from the synopsis.

Using this report format, the report is completed when the preselection board adjourns.

MEMORANDUM FOR CHAIRPERSON, A-E SELECTION BOARD

SUBJECT: Report of the Architect-Engineer Preselection Board - Design of Consolidated Tactical Equipment Maintenance Shop, Fort Bliss, TX, Project No. 04145

1. References.
  - a. FAR 36.602 and supplements thereto.
  - b. EP 715-1-7, Architect-Engineer Contracting and local supplements thereto.
  - c. Synopsis, 24 June 2002, for the subject project (enclosure 1).
2. Board Information. The preselection board met on 28 July 2002 in the Fort Worth District. The board was conducted in accordance with references 1.a and 1.b. The using agency was invited to participate and accepted. The names and positions of all board members are shown on page 2.
3. Description of Project and A-E Services. A description of the project and the required A-E services is provided in reference 1.c. The current working estimate for construction of this project is \$11,800,000. The estimated A-E contract price is \$650,000.
4. Firms Considered. The board considered a total of 25 firms that responded to the synopsis as listed in enclosure 2. Joint ventures are identified as (JV).
5. Highly Qualified Firms. The board evaluated the firms using the primary selection criteria announced in reference 1.c. The firms marked with an asterisk (\*) on enclosure 2 are considered to be highly qualified to perform the required A-E services and are recommended to the selection board. The remaining firms were not considered highly qualified for the reasons noted on the evaluation worksheets in enclosure 3.

**SOURCE SELECTION INFORMATION - SEE FAR 3.104.**

31 Jul 02

CESWF-ED-MS

SUBJECT: Report of the Architect-Engineer Preselection Board - Design of  
Consolidated Tactical Equipment Maintenance Shop, Fort Bliss, TX, Project No.  
04145

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Name  
Grade/Position/Title  
Office/Organization  
Member

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Name  
Grade/Position/Title  
Office/Organization  
Member

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Name  
Grade/Position/Title  
Office/Organization  
Member

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Name  
Grade/Position/Title  
Office/Organization  
Chairperson

3 Encls

**PRESELECTION BOARD EVALUATION WORKSHEET - PAGE 1**

Synopsis Date: 24 Jun 02    Preselection Board Date: 28 Jul 02

Title of Project: Design of Consolidated Tactical Equipment Maintenance Shop

Location of Project: Fort Bliss, TX    Project No.: 04145

Firm Name/Address: *Best Architects, Inc., El Paso, TX*

**HIGHLY QUALIFIED - YES/NO**

**CRITERION/REMARKS**

**SPECIALIZED EXPERIENCE/TECHNICAL COMPETENCE:**

NO    Design of heavy equipment maintenance facilities: *Only 1 small (20,000 sq. ft.) shop 4 years ago*

NO    Fire protection design for heavy equipment shops: *No exp. indicated*

YES    Industrial ventilation: *Numerous projects.*

NO    Sustainable design: *Minimal exp. Mostly energy conservation. No exp. with LEED.*

YES    Ability to produce quality designs as evidenced by DQMP: *Thorough plan.*

**PROFESSIONAL QUALIFICATIONS:**

YES    Project management:

NO    Architecture: *No exp. with maint. shops or similar facilities. Only with firm 6 months*

NO    Fire protection engineering: *Exp. mostly admin. bldgs. Not registered.*

NO    Mechanical engineering: *Exp. mostly admin. bldgs.*

YES    Electrical engineering:

YES    Structural engineering:

YES    Civil engineering:

**SOURCE SELECTION INFORMATION - SEE FAR 3.104.**

Encl 3

**PRESELECTION BOARD EVALUATION WORKSHEET - PAGE 2**

Title of Project: Design of Consolidated Tactical Equipment Maintenance Shop

Location of Project: Fort Bliss, TX Project No.: 04145

Firm Name/Address: *Best Architects, Inc., El Paso, TX*

PAST PERFORMANCE: *1 Sat. eval. in ACASS- Fire Sta., Ft. Polk, Design Phase, 15 Jun 99*

**CAPACITY TO ACCOMPLISH WORK IN REQUIRED TIME:**

NO Experience with similar size projects: *Largest maint. shop only 20,000 sq. ft.*

Capacity of key disciplines:

YES Project management:

NO Architecture: *Back-up arch. is not R.A.*

NO Fire protection engineering: *Technician is only back-up*

NO Mechanical engineering: *5 mech engr. but only 1 w/ exp. in maint. shops*

YES Electrical engineering:

NO Structural engineering: *Only 1 struct. engr. - no back-up*

YES Civil engineering:

**KNOWLEDGE OF LOCALITY:**

YES Design of buildings in hot, arid climate:

RECOMMENDED TO SELECTION BOARD AS HIGHLY QUALIFIED:

\_\_\_ YES X NO

**SOURCE SELECTION INFORMATION - SEE FAR 3.104.**